



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
 Chief Administrative Officer

March 12, 2007

To: Supervisor Zev Yaroslavsky, Chairman
 Supervisor Gloria Molina
 Supervisor Yvonne Burke
 Supervisor Don Knabe
 Supervisor Michael D. Antonovich

From: David E. Janssen
 Chief Administrative Officer

Board of Supervisors
 GLORIA MOLINA
 First District

YVONNE B. BURKE
 Second District

ZEV YAROSLAVSKY
 Third District

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 Fourth District

MICHAEL D. ANTONOVICH
 Fifth District

DEPARTMENT OF PUBLIC SOCIAL SERVICES MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998 Board-approved policy on managerial appointments, we have reviewed and recommend Board approval of the request by Philip L. Browning, the Director designate of the Department of Public Social Services (DPSS), for the appointment of Ms. Sheryl L. Spiller to the position of Chief Deputy Director of Public Social Services (UC) at an annual salary of \$165,000.00 which is in the third quartile of Range 16 of the salary structure. The requested salary reflects an increase from the current salary of \$121,619.64 annually.

Ms. Spiller is highly qualified, with over 35 years of experience at DPSS, including almost 7 years as a Division Chief, prior to becoming the Administrative Deputy Director for the Child Support Services Department (CSSD) in June 2004. She has extensive experience with several DPSS benefits programs including TANF, Medi-Cal, General Relief and Food Stamps. In addition, Ms. Spiller worked in Computer Services for several years and was involved in major system implementation.

As the Administrative Deputy for CSSD, Ms. Spiller is responsible for directing the fiscal, human resources, facilities management, procurement and performance review functions and the subordinate managers over these functions. She directs the preparation of the Department's annual County budget and the budget submission to the State. She also directs the Department's organization, staffing and operational activities aided by her Masters Degree in Human Resources and Organizational Development.

Each Supervisor
March 12, 2007
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Based on this information, we recommend the approval of Mr. Browning's request. In accordance with the policy on managerial appointments, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by March 22, 2007, we will authorize the Department of Public Social Services to proceed with this appointment.

Please contact James Blunt of my staff at (213) 893-2291 if you have any questions or need additional information.

DEJ:SRH:DL
GP:JAB:lbm

Attachment

c: Executive Officer, Board of Supervisors
 County Counsel
 Director, Department of Public Social Services

MappAppt. - Sheryl Spiller.bm



Philip L. Browning
Director

COUNTY OF LOS ANGELES

Child Support Services Department



March 5, 2007

TO: David E. Janssen
Chief Administrative Officer

FROM: Philip L. Browning
Director

CHILD ADMINISTRATIVE
OFFICE

2007 MAR -6 AM 11:02

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SUBJECT: MAPP APPOINTMENT FOR SHERYL L. SPILLER

This is to request approval to hire Sheryl Spiller at the third quartile of the MAPP Range 16 at an annual salary of \$165,000. Ms. Spiller will be filling the vacant position of Chief Deputy at the Department of Public Social Services (DPSS).

Ms. Spiller has been the Administrative Deputy Director at the Child Support Services Department (CSSD) since June 2004. In this capacity she has been responsible for oversight and management of Human Resources, Facilities Management, Fiscal Management, Budgeting, Contract Management and Employee Relations. Ms. Spiller is a valued member of the executive management team of the Department and has contributed significantly to the improvement in this Child Support Program in the county. She has helped change the culture of this organization from a law enforcement model to a social service organization, which has customer service as a focus.

Prior to transferring to CSSD, Ms. Spiller worked with DPSS for over 35 years rising to the level of Division Chief. She has extensive experience in TANF, Medi-Cal, General Relief, Food Stamps and other benefit programs. In addition, Ms. Spiller worked for several years in the Computer Services Division of DPSS being involved in major system implementation. Ms. Spiller assumed an increasing level of responsibility and supervision during her tenure with DPSS and was recognized as an outstanding manager.

Ms. Spiller has both a Bachelors Degree and Masters Degree in Human Resources and Organizational Development.

As the Director of CSSD, I have relied on the counsel and advice of Ms. Spiller. She is a skilled administrator who is knowledgeable, innovative and highly motivated. She promotes participative decision-making and her advice is sought by all staff. Ms. Spiller inspires confidence and demonstrates strong leadership in her daily activities.

The Department of Public Social Services is one of the largest Departments in Los Angeles County with over 13,000 staff serving more than two million customers. DPSS faces a huge automation challenge during the next few years which will require both maintenance of the current LEADER and GEARS system at the same time new computer systems will be

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David E. Janssen
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developed. Ms. Spiller has a "proven track record" in the human service area, experience in information technology and is well equipped to move to a more responsible position within county government.

I believe the salary requested is commensurate with the experience, education and skill level of Ms. Spiller. I believe that Ms. Spiller and I will make a great team to move DPSS forward during these challenging times.

If you have any questions please call me at (323) 889-3340.

PLB:lm

c: Michael J. Henry, Director
Department of Human Resources

NOTED AND APPROVED:

David E. Janssen
Chief Administrative Officer

Date